



## Assistant Director, Accounting

**Department:** Accounting

**EEO Code:** 21

**Class Code:** 1467

**FLSA:** E

**Effective:** 01/07/1991

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### **GENERAL STATEMENT OF DUTIES:**

Under administrative direction; performs work of considerable difficulty monitoring, controlling and accounting for the County's financial activities; manages supervisory personnel; and performs other work as required.

### **SPECIFIC STATEMENT OF DUTIES:**

(Illustrative only):

Plans, controls and evaluates the activities of the general accounting department;

Trains, supervises, and evaluates supervisory personnel;

Manages the annual audit of all financial activities within the County;

Manages the financial system, general accounting and accounts payable sections to meet the demands of users accurately and timely;

Develops and reviews the annual budget for accounting;

Coordinates accounting functions performed by other County departments to ensure internal consistency;

Assists County departments and the School Board with accounting issues;

Performs other work as required.

### **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

Considerable knowledge of accounting principles and related laws; of the principles of management; of the budget process. Considerable skill in problem solving; in supervising personnel.

### **MINIMUM EDUCATION AND EXPERIENCE:**

Core curriculum for a bachelor's degree in Accounting, Business or related field and four (4) years management experience in an accounting environment; or an equivalent combination of training and experience.

### **ADDITIONAL REQUIREMENTS:**

Certified Public Accountant (CPA) required.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
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